

Wisconsin ServicePoint

DATA ENTRY FOR DOMESTIC VIOLENCE AGENCIES

Policy:

For domestic violence agencies only, the client should be added anonymously. When entering a client anonymously, it is incumbent upon the domestic violence agency to keep a record of the client's unique anonymous I.D. to avoid duplication of entry.

Standard:

Clients at domestic violence agencies should be made fully aware of where their information is being stored and who has access to it. An every attempt should be made to keep their information discrete and as broad as possible.

Resources:

HMIS WEB SITE (WISP)
<https://wisconsin.servicept.com>

HMIS INFOmed
www.hmis.info/default.asp

Wisconsin HMIS
<http://wisp.wi.gov>

WISP HELP
sphelp@commerce.state.wi.us

Client Consent

Clients at domestic violence agencies must be given an opportunity to sign a consent form.

Data Entry

The following strategies may be used to mask the identity of clients:

- ❖ Keep all information closed within the agency's security set-up.
- ❖ Don't input any information until after your client has left your service.
- ❖ Don't answer SSN or Zip Code; instead in the data quality questions, select "refused".
- ❖ For DOB use 01/01/year of birth .
- ❖ Use Anonymous Client instead of First and Last Name, and
- ❖ Use your discretion.

Add a client to WISP without entry of his/her name by using WISP's *Anonymous Client* feature. When this feature is used, WISP generates a code number for the client record that the agency maintains in a secure location along with the person's name. The only way to access the client record is to use the code number.

Creating anonymous records may mean that your reports will not provide a true, unduplicated count and therefore this option can only be used for agencies that exclusively serve victims of domestic violence.